

**JOINT MEETING OF THE  
NEW SHOREHAM SEWER AND WATER COMMISSION**

**Monday • October 19, 2015 • 4:00 p.m.**

**Town Hall, Old Town Road, Block Island**

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**PRESENT were SEWER Commission members: Peter McNerney (Chair), Brad Marthens, Martha Ball, Tom Doyle, Steve Draper, Kathy Szabo (Alternate) [04:05pm]**

**PRESENT were WATER Commission members: Brad Marthens (Chair), Tom Doyle (Vice Chair), Peter McNerney, Martha Ball, Steve Draper, Kathy Szabo (Alternate) [04:05pm]**

**ABSENT were members: Terri Chmiel**

**ALSO PRESENT were: Sewer Superintendent Chris Blane, Water Superintendent John Breunig, Town Manager Nancy Dodge, Finance Director Amy Land, Legal Counsel David Petrarca, Town Council Members Norris Pike and Mark Emmanuelle, Administrative Assistant Kara Stinnett and Lars Trodson (BI Times)**

**Meeting was scheduled to take place immediately following the Joint Meeting with the Town Council.**

**With a quorum present the meeting was called to order at 4:07 p.m.  
by P. McNerney**

## **JOINT WATER and SEWER DISTRICT**

### **1. Welcome to New Member Kathy Szabo**

**On October 5, 2015, the New Shoreham Town Council appointed Kathy Szabo to an alternate position on the Sewer and Water District Commissions, term running through May 1, 2016.**

### **2. Discussion and potential action regarding the minutes of September 21, 2015 monthly meeting.**

**MOTION was made by T. Doyle to approve the minutes of September 21, 2015 monthly meeting. Seconded by P. McNerney.**

**Aye: 5 (McNerney, Marthens, Doyle, Ball, Draper) Nay: 0. Abstain: 0**

**MOTION by P. McNerney to amend the order of the agenda and have Items 14 and 15 moved up while the Town Council is present, followed by the normal agenda outline. Seconded by, S. Draper.**

**Ayes: 5 (McNerney, Doyle, Draper, Ball, and Marthens) Nay: 0  
Abstain: 0**

## **SEWER DISTRICT**

**14. Discussion and potential action regarding Old Town Road, Center Road and Beach Ave sewer loop and pump station.**

**15. Discussion and potential action regarding possible sewer district additions on Old Town Road (Plat 17 and Lots 10, 11, 12-1, 12-2 and 15)**

**Agenda items 14 and 15 were discussed as follows:**

**Town Manager Nancy Dodge informed the commission that the Town Council had approved Hatfield, Neville and Murphy to be added to the**

**Sewer District. There was a request for other lots to be added as well but without Plat 17 Lots 13 and 14 being added it would not be contiguous and there for not possible. M. Ball had asked, when a lot is added to the District but is not connected, are there tax ramifications? Finance Director Land responded that currently there are no tax obligations to connect but that does not mean that there might not be in the future. Discussion was also had about writing letters to the other homeowners in the area to see if they would be willing to connect to the district. Different systems that could be put in were discussed, like the E1 system or a forced main system for the sewer lines. Also suggested was to write up a poll letter to homeowners in the area of the proposed sewer loop to see who would be interested in connecting to the District. Additionally the Commission discussed that if they are bringing a sewer line in and it is feasible maybe to also bring in a water line. It was decided that Water Superintendent John Breunig and Administrative Assistant Kara Stinnett would write up poll letters to all landowners along the proposed sewer loop starting from Littlefield's on Old Town road to Center Road and then to the intersection of Beach Ave and Ocean Ave. The poll letter would include options for both sewer and water hookups and whether the landowners were interested in hooking into the system, not interested in hooking into the system or satisfied with their current source but would like the option in the future to hook up .**

## **JOINT SEWER AND WATER DISTRICT**

### **3. Discussion and potential action regarding Annual SEWER Allocation Considerations:**

- To Determine The Available SEWER Capacity For The Next Year That May Be Used For New Or Increased Use.**

**Per Engineer J. Geremia's memorandum dated 10/14/15- in 2015, the sewers' average daily flow for the summer quarter was 205,500 gpd. The permitted capacity of the plant is set at 360,000 gpd (80% of total capacity), which leaves 154,500 gpd available allocation (25% for public projects, 75% private projects).**

**MOTION by P. McNerney that upon recommendation of engineer Jim Geremia and the Sewer Superintendent, available sewer allocation be set at 154,500 gallons per day for the upcoming year and that twenty-five percent of that amount be set aside for public facilities. Seconded by T. Doyle.**

**Aye: 5 (McNerney, Doyle, Marthens, Ball, Draper) Nay: 0. Abstain: 0.**

- Cost-Based Allocation of Contribution in Aid of Construction (CAC). Engineer J. Geremia reviewed the current debt service, which the cost of allocation is based on. The New Shoreham Sewer District's outstanding principal loan and interest balance was \$5,080,000. Based on the total allocation capacity of 450,000 gpd, the Contribution in Aid to Construction was determined to be \$11.29 per gallon this represents an increase from last year's CAC of \$8.89.**

**The Commission discussed the effective date of the new rate. In the past when a rate had increased, customers that received 3rd quarter penalties were given time to purchase additional allocation at the lower rate. The consensus was to continue this practice.**

**MOTION made by P. McNerney that upon recommendation of Engineer Jim Geremia, the purchase price of sewer allocation be set at \$11.29 per gallon per day, effective December 1, 2015. Seconded by T. Doyle.**

**Aye: 5 (McNerney, Marthens, Doyle, Ball and Draper)) Nay: 0.  
Abstain: 0.**

**• SEWER Allocation Policy and Rates.**

**There were no proposed changes to the sewer allocation policy or rate design.**

**3. Discussion and potential action regarding Annual WATER Allocation Considerations:**

**• To Determine The Available WATER Capacity For The Next Year That May Be Used For New Or Increased Use.**

**In the summer quarter of 2015, average water production was 128,750 gpd, plus a standby commitment of 55,870 gpd for a combined total of 184,620 gpd. At 80% of the production capacity of the plant (245,000 gpd x 80%) 196,000 gpd minus the 2014 production (184,620) leaves 11,380 gpd for available allocation (25% for public projects,**

**75% private projects).**

**MOTION made by B. Marthens that upon recommendation of engineer Jim Geremia and the Water Superintendent, available water allocation be set at 11,380 gallons per day for the upcoming year and that 25% of that amount is set aside for public facilities. Seconded by P. McNerney.**

**Aye: 5 (McNerney, Marthens, Ball, Doyle and Draper) Nay: 0.  
Abstain: 0.**

**• Cost-Based Allocation of Contribution in Aid of Construction (CAC). Engineer J. Geremia reviewed the current debt service, which the cost of allocation is based on. The New Shoreham Water District's outstanding principal loan and interest balance was \$2,636,668. Based on the design capacity of 245,000 gpd, the Contribution in Aid to Construction was determined to be \$10.76 per gallon as slight decrease from last year's CAC rate of \$11.07.**

**The Commission discussed the effective date of the new rate. In the past when a rate had increased, customers that had received 3rd quarter penalties were given time to purchase additional allocation at the lower rate. In this case, the rate was decreasing, so the consensus was that the rate should be effective immediately.**

**MOTION made by B. Marthens that upon recommendation of engineer Jim Geremia, the purchase price of water allocation be set at \$10.76**

**per gallon per day, effective immediately. Seconded by P. McNerney.**

**Aye: 5 (McNerney, Marthens, Draper, Ball and Doyle) Nay: 0.**

**Abstain: 0.**

- WATER Allocation Policy and Rates.**

**There were no proposed changes to water allocation policy or rate design.**

**5. Employee handbook update.**

**Discussion was had about setting up a date and time to have a workshop with both the Sewer and Water Commission and the Sewer and Water employees. It was recommended and agreed upon that the meeting to be set on November 5th, 2015 at 12:30 pm at the Town Hall. If needed at that point another workshop date would be set.**

**6. Discussion and Potential Action regarding the Staff Housing Lease.**

**Legal Counsel Petrarca had made changes to the lease and presented it. It was decided that there would be a security deposit equal to one month's rent and could be paid through a payroll deduction at \$100 dollars a month until paid. It was discussed that tenancy would be related to employment; Legal Counsel Petrarca had put a provision in, that if employment was terminated the tenant has 30 days to vacate the premises. Also discussed was the availability of parking spaces, which was determined to be set at one and that all vehicles have to be in proper working order. Legal Counsel Petrarca would make the change to the lease. Mark Emmanuelle asked whether the**

apartments were for just Water and Sewer Employees. C. Blane explained they are for Sewer and Water Employees first followed by all other town employees.

**MOTION** made by B. Marthens to approve the draft as discussed and amended by Legal Counsel Petrarca. Seconded by P. McNerney.

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Marthens)    Nay: 0.**  
**Abstain: 0.**

It was also discussed about getting a lease drawn up for Apartment one so that the tenant could move in and work could be done on Apartment two.

**MOTION** made by B. Marthens to authorize the chair to sign a lease for Apartment one effective November 1st with all appropriate terms and conditions. Seconded by T. Doyle.

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Marthens)    Nay: 0.**  
**Abstain: 0.**

**7. Discussion and Potential Action regarding Jim Geremia's recommendation for Pump Station Generator Connections.**

J. Geremia has recommended that the contract go to K. Electric in the amount of \$9,245. This would allow the Sewer to connect their portable generator to any one of the pump stations in the event that the power goes out and they need to prevent over flow.

The Commission would like to see this project done by before the next summer season. S. Draper had asked if any generator can hook to it; Superintendent Chris Blane knows it can hook to any CAT generator and he believes that they have adapters to give the



**capability to hook to any generator.**

**MOTION was made by P. McNerney to accept Jim Geremia's recommendation. Seconded by T. Doyle.**

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Marthens)    Nay: 0.  
Abstain: 0**

## **WATER DISTRICT**

### **8. Discussion and potential action regarding Financials and Aging.**

**Finance Director Land wanted to point out that the penalty fees and over usage charges are almost identical to last year. A. Land and D. Petrarca discussed that one account was came off the delinquency list so now there are only three total. Notices will also be sent out to those still delinquent accounts and also to any new delinquent accounts and try and get them paid or on payment plans. Martha had a question about Estates Park usage, N. Dodge and J. Breunig informed her there was an irrigation system put in and it was leaking. It is currently shut off.**

### **9. Operations Report.**

**Water Superintendent John Breunig pointed out that the water company had a great year. Meter revenues are up from 68% last year to 72% percent this year. There were a few leaks they had dealt with including the leak on Weldon's Way. It was Water company water but the way it was leaking put the water out into an area that there was no**

infrastructure. Cost proposals including RO# and the RO 1+2 VFD replacements were sent out to five electrical contractors, which are due back October 26th.

## **SEWER DISTRICT**

### **10. Discussion and potential action regarding Financials and Aging.**

Finance Director Land stated that the finances are on track with last year, user fees are head about 4 ½ points and penalty fees are down from \$31,000 last year to \$24,285 this year and nothing extraordinary on the expense side to report.

### **11. Operations Report**

Sewer Superintendent Chris Blane noted that he had changed the format of the report to make it easier to read. It now shows the Process performance and reduction levels, monthly facility flows as well as the monthly operations report. C. Blane reported that work had begun on the apartments, a complete service was done on Generator 1 and the Aeration tank #6 was taken off line to be cleaned. The Sewer Plant had a surprise inspection done by the RI DEM; one minor area he had questions about was times entered into the daily lab workbook for test run by plant operators. C. Blane feels the inspection went well and they should be sending there report within 90 days.

### **12. Election of Officer.**

The Sewer Commission did not have a Vice-Chair elected, with the

previous resignation of an officer and the election of new members it had be over looked. Discussion was had about who would like to be elected. By unanimous consent Steve Draper was elected.

**13. Discussion and potential action regarding the manhole cover update.**

Cardi was on the Island and fixed the drain and the guardrail near the Block Island Grocery. Nothing has been does yet to fix the manholes. P. McNerney was wondering what the next move should be. Legal Counsel Petrarca advised the Commission they are not at the point yet where legal action should take place. Norris Pike suggested contacting the Governor, both N. Pike and N. Dodge agreed to help anyway they could on their end and to make either some phone calls or emails.

**16. Commissioners Announcements.**

**NONE.**

**17. Public Comments for items on the agenda.**

**NONE.**

**18. Adjournment.**

**MOTION was made by P. McNerney to adjourn the meeting at 05:36 p.m. Seconded by B. Marthens**

**Aye: 5 (McNerney, Doyle, Ball, Draper, and Marthens)    Nay: 0.**

**Abstain: 0.**

**Respectfully Submitted,**

**Kara Stinnett**

**ACCEPTED: 11/19/15**

**The New Shoreham Sewer and Water Districts are an equal opportunity provider and employer**

**If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html), or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send you completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at [program.intake@usda.gov](mailto:program.intake@usda.gov).**